

# WV Division of Personnel Supervisor/Manager Training Program (*DOP Policy-18*)

## SUMMARY

### Component I

Within 12 months

*Supervising for Success I:  
Critical Skills for Supervisors*

*Preventing Harassment: A Shared Responsibility*

*The Drug-Free Workplace*

*Employee Performance Appraisal:  
The Foundation for Performance Management*

### Component II

Within 18 months

*Discipline & Documentation*

*Managing & the Law*

*Workplace Safety: Your Responsibility*

*Attendance Management*

### Component IV

After completion of the required Component I-III courses, ALL supervisors/managers should accrue a *minimum* of 12 contact hours of continuing education each calendar year in the area/s of supervision, management, and/or leadership.

### Component III

Within 24 months

***Complete 12 contact hours:***

*Navigating Difficult Conversations (6 hrs)*

*Conflict Management (12 hrs)*

*Leading Change in Turbulent Times (6 hrs)*

*Coaching & Developing Employee Performance  
(12 hrs)*

*Let Go & Stay Close: Skills and Techniques  
for Delegation (6 hrs)*